



Department of Rhetoric

Scientific and Technical Communication

Graduate Student Handbook

2006-2007

M.S. in Scientific and Technical Communication

**M.A. and Ph.D. in Rhetoric and Scientific and
Technical Communication**

UNIVERSITY OF MINNESOTA

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The University of Minnesota is committed to the policy that all persons shall have equal access to its program, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's threefold mission of research and discovery, teaching and learning, and outreach and public service is carried out on multiple campuses and throughout the state.

This handbook is intended for students currently enrolled in the Rhetoric Department's M.S., M.A., and Ph.D. programs. The printed version of the handbook is intended to be used with the online version, which can be found at <http://www.rhetoric.umn.edu/gradhandbook.html>. It does not contain information on admissions. Admissions information can be found on the Department's Web Page (<http://www.rhetoric.umn.edu>) and in "Rhetoric Graduate Studies." Write or call (612-624-4761) the Rhetoric Department if you would like a copy.

Considerable effort has been expended to assure that the information in this handbook is accurate as of Fall 2006. But nothing in this handbook can supersede the rules and regulations of the Graduate School or other University of Minnesota bodies. Rules and regulations governing all graduate programs at the University of Minnesota are set forth in the *Graduate School Catalog* and at the Graduate School's Web site <http://www.grad.umn.edu>. An especially informative site for procedures and forms is: http://www.grad.umn.edu/current_students/forms/index.html.

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Welcome!

Welcome to the Rhetoric Department. We hope that your study with us will be rewarding and productive.

Request for an Advisor. One of the most important factors in assuring that you successfully complete your degree in a timely way is a close working relationship with your advisor. In accepting you into the program, the graduate admissions committees assigned an advisor to you based on its assessment of your interests and on the workload and availability of the faculty. Both factors can change—as your interests become influenced by your coursework and faculty take on new, often unanticipated responsibilities that may require them to lower their advising load. The Department has, therefore, instituted a procedure that enables students and advisors to confirm or change the original assignment. To this end, we ask that you fill out and file the “Request for an Advisor” form by 15 April of your first year in the program. This form can be accessed in the online version of this handbook by clicking on form F-16 in appendix A. This form should be filled out and turned into the Program Administrator whether you seek to change your advisor or not. After all forms are turned in, the DGS, in consultation with the Head and the affected faculty members, will make decisions about advising assignments.

Although you are asked to fill out this form only once, you may request to change your advisor at any time by making your preference known to the Program Administrator or the DGS of your program.

Satisfactory Progress. Students in graduate programs at the University of Minnesota must proceed toward completion of a degree in a timely manner. Students in the M.S. program should take a minimum of two courses a year (summers included) to maintain satisfactory progress. If you take summer classes, you can complete the degree in two years by taking two 3-credit courses per semester. The M.A. program should be completed within two years. From M.A. to Ph.D. should take four or five years: two or two and half years for course work and two and a half years for completing a dissertation, including a dissertation prospectus.

Rhetoric has specific measures of satisfactory progress. These are set forth in Appendix B. If you anticipate difficulties making timely progress, please discuss your concerns with your advisor and the DGS.

Registration. Unless you have decided to withdraw permanently from the program, you must register for both Fall and Spring semesters to maintain active status as a graduate student. There are various types of registration. Which one you use depends on whether you’re a Master’s or Ph.D. student; where you are in the program; and whether you work as a graduate assistant. These options are detailed in the program areas. Please note them carefully.

M.S. Overview

The Master of Science in Scientific and Technical Communication (M.S. in STC) focuses on applying technical communication theory and research to the practice of scientific and technical communication in the workplace and the laboratory. More than ever, technical communication is a field on the rise, and the demand for trained communicators in this profession is strong and likely to increase. Personal computers and the need for clear instruction manuals began this trend in the 1980s, but the explosive growth of consumer electronics, the Internet, scientific policy and regulatory requirements, and medical and pharmaceutical specialties, to name but a few areas, has resulted in an increased demand for trained technical communicators.

Technical communicators must be able to work with highly complex material and in an environment where most information is digitized, produced using complex information management software, regulated by the FDA and other legal and policy guidelines, and produced by a team that spans the globe. No longer a job for the generalist who likes to write, technical communication is a profession where organizations require a specific type and level of training and expertise, both with technical content and with technical tools.

The program is made up of a Core Course Area, a Competency Area, and a Capstone Course to complete the degree. The new requirements can be found in the pages to follow, along with the previous requirements for our students who are still finishing their degree.

As of fall 2006, the M.S. in S&TC has a new, streamlined curriculum. There are three stages to the program: the core coursework stage, the competency area stage, and the capstone course where you complete your degree. Each stage is discussed in detail below but for convenience and to provide an overview, we present here in summary form the steps in the process along with the requirements that accompany each step. The previous curriculum follows the new course requirements for our students who are finishing under the guidelines prior to Fall 2006.

Three Stages and 8 Steps to an M.S in S&TC

Planning and Course Work Stage

1. Plan your program with your advisor. If you hope to transfer credits from another university or from a non-degree program at the University of Minnesota, discuss this with your advisor. You may transfer up to a maximum of 12-13 credits (40%) toward your degree. Fill out the Graduate School's "Petition Form" (see Appendix A, F-14) and submit the form to the Graduate School when you submit the Graduate School's Degree Program Form (see #3 below).
2. By the end of your first year, complete the "Departmental Program Form" (see Appendix A: F-2a).
3. By the end of your first year, complete the "Graduate School's Degree Program Form" (see Appendix A, F-3.)
4. Complete your course work and finish with Rhet 8505 Professional Practice. This course, also known as the Capstone Course, involves an extended

problem-solving situation in business, government, or industry. The student acts as consultant to explore a problem, identify possible solutions, introduce the solution, and apply it.

5. Once the Graduate School has approved your "Degree Program," request a "Graduation Packet" from 316 Johnston Hall.
6. Submit an "Application for Degree Form" (in the "Graduation Packet") to the Registrar's office.

Graduation Stage

7. Complete the "Application for Graduation" and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.
8. To attend commencement, submit a "Commencement Approval" form on or before the deadline published in the Class Schedule for Fall and Spring commencements.

New Requirements for Fall 2006

M.S. in S&TC Degree Requirements

A minimum of 33 credits are required as follows:

Core Course Area (18 credits)

Credits	Course
3	Rhetoric 5001-Introduction to Graduate Studies in Scientific & Technical Communication
3	Rhetoric 4501-Usability and Human Factors in Technical Communication
3	Rhetoric 4561-Editing and Style for Technical Communicators
3	Rhetoric 5111-Information Design I
3	Rhetoric 5511-Research in Scientific and Technical Communication
3	Rhetoric 5671-Visual Rhetoric

Competency Area (12 credits): Possible areas of study include

- Health Sciences
- International Technical Communication
- Food Science and Nutrition
- Technical Communication and Software Engineering
- Technical Communication and Environmental Science
- Technical Communication and Law
- Graduate-level Minors. Students can seek a graduate-level minor from the list below to fulfill the competency area requirement, upon Advisor and Director of Graduate Study for MSSTC approval. See [the graduate catalog](#) for more information on these graduate-level minors.
 - Bioethics
 - Bioinformatics
 - Cognitive Science
 - Conflict Management
 - Human Factors / Ergonomics

- Human Genetics
- Human Rights
- International Education
- Museum Studies
- Program Evaluation
- Public Health
- Science and Technology Studies
- Sustainable Agricultural Systems
- Self-designed Competency Area (in consultation with advisor)
- Rhetoric 5196-Internship in Scientific and Technical Communication can substitute for one competency area course
- **Capstone Course (3 credits)**
 - Rhetoric 8505 – Professional Practice is the final course to complete the degree requirements

Credits	
18	Core Course Area
12	Competency Area
3	Capstone Course
33	Total Required Credits

Satisfactory Progress Towards Degree

The MSSTC student should meet once a term with his or her advisor in order to monitor progress and assure timely degree completion. The MSSTC student needs to make satisfactory progress by meeting grade and progress standards. For progress standards, in extreme circumstances, the student may write a letter to the DGS Advisory Committee explaining the need for an exception. The committee will then determine if an exception will be granted. The standards of performance required to continue in the MSSTC program are available in Appendix B of this handbook.

NOTE: M.S. students who started the program prior to the Fall of 2006 may complete their degree under the requirements in effect at the time they began. See the DGS or DGS Assistant if you need more information.

Registration

Master's students who have completed all course requirements and are working as a graduate assistant, may qualify for Rhet 8333 Master Advanced Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form.

Students who are not working as a graduate assistant but want to maintain "active status" in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School's registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Graduation

If you have not completed the "Application for Graduation" do so now and pay the fee. To attend commencement, submit a "Commencement Approval Form."

M.A. in RSTC Degree Requirements Overview

(effective Fall 2006)

The purpose of the M.A. in rhetoric and Scientific and Technical communication (RSTC) is to introduce you to theory and research in rhetoric and scientific and technical communication. The program will prepare you to understand how scientific knowledge is made, prepare you to analyze scientific controversies, evaluate how we make decisions about the use of technology, and understand how new media, such as the Internet, affect the way debate is conducted and decisions reached in our democracy. As an end in itself, the M.A. should enable you to teach at the community college level or enter the technical communication profession with a job in industry or government. As a step in a journey, the M.A. will prepare you to enter a Ph.D. program in scientific and technical communication or a related area.

You can chose between two plans in the M.A. program: a paper option and an exam option. *Most students should choose the paper option.*

The **paper option (Plan B)** requires you to complete 33 credits of course work, all with a grade of B or better, and to write a paper that in the judgment of your faculty committee is prepared to be submitted to a targeted academic journal. Specifically under the paper option, in addition to 33 credits of successful course work, you would be required to do the following

- Write a 25-30 page scholarly paper for an identified academic journal. (You would not be required to submit the paper to the journal.)
- Prepare a 3-5 page analysis that would demonstrate the suitability of the paper for the journal.
- Publicly present the paper.
- Defend the paper and the choice of the targeted journal to a 3-person faculty committee.

Under the **course work and exam option**, you would complete 33 credits of course work with a grade of B or better and do the following:

- Working with a committee of three faculty members, create a reading list of 20 – 30 works related to your interests and course work.
- Write a 5-page rationale for the list.
- Have committee members sign an “M.A. Reading List Approval Form,” to be given to the DGS.
- In a 48-hour period, write a 15-20-page answer to one of two written exam questions prepared by the committee.

- Schedule the oral exam (after the committee agrees that the written exam is ready for defense).
- Defend written answer and answer other questions pertaining to the reading list in a one-hour oral exam within three weeks of having completed the written exam.

In the judgment of the Graduate faculty of the RSTC program, the demonstrated ability to write a scholarly paper on a focused topic relevant to a student's interest is essential to advanced graduate study. Accordingly, only students who have already demonstrated the ability to write a paper that, in the opinion of the student's advisor, is worthy of submission to a specialized academic journal will be permitted to take the course work and exam option.

Under either options, students would receive a "Pass," "Pass with Reservation," or "Fail" on the oral. In the event of a "Pass with Reservation," the advisor would provide in writing to the student what the reservations are and how and within what time frame they need to be satisfied. In the event of "fail," a student may re-take the exam once.

Three Stages and 14 Steps to an M.A.

Course Work Stage

1. Plan your program with your advisor. If you hope to transfer credits from another university or from a non-degree program at the University of Minnesota, discuss this with your advisor. You may transfer up to a maximum of 12 credits (40%) toward your degree. Fill out the Graduate School's "Petition Form" (Click or see Appendix A, F-14) and submit form when you submit the Degree Program form to the Graduate School.
(http://www.grad.umn.edu/current_students/forms/masters.html)
2. At the end of your first year (and each subsequent year), complete the "Graduate Student Progress Report" to the DGS. Click or see Appendix A, F-1.
3. By the end of your first year, meet the foreign language requirement by applying courses taken as an undergraduate, taking courses now, or passing a reading proficiency exam, as explained below. Complete the "Foreign Language Certification Form." See Appendix A, F-4b or 4c.
4. By the end of your first year, complete the "Departmental Program Form" (Click or see Appendix A, F-2a). Turn in this form and the Student Progress form to the DGS.
5. By the end of your first year, complete the "Graduate School's Degree Program Form" (Click or see Appendix A, F-3.)

Paper or Exam Stage

6. Once the "Degree Program" has been approved by the Graduate School, request a "Graduation Packet" from 316 Johnston Hall.
7. Meet with your advisor or the DGS to create a Plan B paper or an exam committee.
8. Register for Rhet 8792 or Rhet 8794.
 - Rhet 8792 Directed Readings. This course is primarily for M.A. students doing the exam option.
 - Rhet 8794 Directed Research. This course is primarily for M.A. students doing the paper or Plan B option.
9. Submit an "Application for Degree Form" (in the "Graduation Packet") to the Registrar's office.
10. After your advisor has approved your paper topic (with brief prospectus) or your reading list, give a copy to the other members of your committee.
11. Schedule your final presentation of your Masters paper with your committee. Inform the Programs Coordinator of the date so a room can be reserved.
12. Check with your advisor about her or his expectations for the exam—the length of your presentation, and so forth.
13. Bring the "Final Examination Report Form" with you to the final exam. Assuming you pass the exam, return the "Final Examination Report Form" to the Graduate School by the last working day of the month in which you would like to graduate.
14. Complete the "Application for Graduation," pay the fee, and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.

To attend commencement, submit a "Commencement Approval" form on or before the deadline published in the Class Schedule for Fall and Spring commencements.

NOTE: M.A. students who started the program prior to the Fall of 2006 may complete their degree under the requirements in effect at the time they began. See the DGS or DGS Assistant if you need more information.

Course Work Stage

Whether you pursue the Plan B Paper option or the course work and Exam Option or, the M.A. requires a minimum of 33 credits in course work, 15 of which must be taken in Rhetoric courses. Six of these 33 credits must come from outside the Rhetoric Department. These credits constitute your minor or supporting program. For a formal minor, you might have to satisfy the requirements in the department from which you receive the minor; for a supporting program, you need to take at least 6 credits from another department (or departments), that relate to each other, and that complement your program.

The M.A. is intended to introduce you to the theories and research methods that inform the study of rhetoric and scientific and technical communication. For this reason, the two core courses are geared toward theory and methods. You should choose a specialty area that you have experience in or that interests you.

Credits	Courses
3	One course in rhetorical theory and criticism (required Rhet 5775; highly recommended Rhet 5776)
3	One course in technical communication research and theory (required Rhet 8011; highly recommended Rhet 8012)
6	Two courses in a selected specialty area, for example: Computer-mediated communication (internet studies) Environmental rhetoric Feminist studies International/intercultural communication Scientific and technical communication pedagogy Rhetoric and science Rhetoric and technology Science and technology studies
6	Minor or supporting program
12	Electives to fulfill the minimum 33 credit course requirement
3	Rhet 8792 for the Exam Option
	OR
3	Rhet 8794 for the Paper or Plan B Option

See Appendix C for a sample M.A. program.

Satisfactory Progress and Progress Report Form

Rhetoric has a specific standard that defines “satisfactory progress” that you must meet or risk being dropped from the program. These standards include taking at least 2 courses a year and filing the “Degree Program Form one year after beginning the M.A. program. Each year, you must also file a “Graduate Student Progress Report” (Appendix A, F-1) with the DGS. See Appendix B: Satisfactory Progress.

Language Requirement

You must also demonstrate proficiency in a foreign language. This requirement can be met in the following ways:

- By taking (or having taken previously) one 3-credit college-level foreign language course
- By successfully completing “German 222: Reading German” or “French 1: Reading in the Arts and Sciences,” both non-credit courses generally offered in the Summer Session
- By arranging to take and passing a test offered by one of the University’s foreign language departments
- By satisfying your advisor and the DGS that you have reading knowledge of a language

After you have passed this requirement, you must file the Graduate School’s Language Certification form. Note that a different form is required depending on which department (a foreign language department or Rhetoric) certifies that you have reading proficiency. See Appendix A: F-4b, and 4c.

Plan B Paper or Exam Option

Most students should elect Plan B. The exam option is intended for advanced students who have already produced a publishable paper. Either option must be approved by your advisor and the DGS.

The M.A. Plan B Paper Option

The Plan B paper should be modeled after a published paper in a scholarly journal related to your interests. It should be accompanied by a prolegomenon describing the targeted journal and the paper itself.

In the prolegomenon, you would explain how you became interested in the topic, why you think the topic is important, and briefly summarize the argument of your paper. You would also (and this is most important) review two or three academic journals that would consider publishing a paper on your topic; then explain why you chose the targeted journal over the others. You should also attach to the prolegomenon a photocopy of a typical paper from the targeted journal.

The paper itself must make a contribution to knowledge in the field. A review of the literature, for example, would generally not be approved as a Plan B paper. The paper should demonstrate your ability to identify a scholarly topic of interest to the readership of the journal, justify the importance of the topic, and prove a thesis. It should conform in formatting to the guidelines offered by the editor of the targeted journal.

The M.A. Exam Option

The course work and exam option features a reading list that you create with your advisor and, perhaps, in consultation with members of your examining committee. The reading list should include books and articles related to your area of specialization and to a method of analysis, about 20 –30 works total. The list may include works required in courses you have taken but must include additional works. The list may include classics in the field and recent work. The list must be approved by all members of the committee, who should indicate their approval by signing the list.

In addition to creating the list, you should write a short paper (750-1200 words) that sets forth how you became interested in the topic, why you organized your reading list as you did, and why you chose the works on the list. If you wish, you could identify some research questions that will guide your reading of the works.

Creating your Oral Examining Committee

For both Plan B and the exam option, you will be required to pass an oral exam. You cannot schedule your exam until all course work has been completed and your Degree Program form has been approved.

You should discuss the composition of your examining committee with your advisor or the DGS. The committee must be comprised of two faculty members from the RSTC Faculty and one from outside the Rhetoric Department. Note that some faculty can serve in either capacity. For example, Professor Brown, a faculty member in the Cultural Studies and Comparative Literature Department and also a member of the RSTC Graduate Faculty, can serve in either capacity. See Appendix F for RSTC

Scheduling the Final Oral Exam

Students on Plan B (paper option) should provide members of the examining committee with a copy of the paper and the prolegomenon *after the advisor has approved them*. Allow members of the examining committee two weeks to read the paper. When all agree that the paper is ready for defense, schedule the final oral exam.

Students on the exam only option, should work out a schedule with their advisor. The advisor creates the written exam question(s). The student has forty-eight hours to answer the question, using books, notes, and any other relevant materials. The exam is turned into the advisor, who will then give it to the DGS assistant for distribution to the other members of the committee. The oral defense can be scheduled within two weeks after the members of the committee receive the exam.

Final Oral Exam

Check with your advisor about the nature of the final oral defense or exam. Typically, there is both a public presentation, which should take no more than 30 minutes, and a discussion limited to you and the committee members. In the case of Plan B, the public presentation would include your explaining your interest in the topic, justifying your choice of the targeted journal, and summarizing your argument in the paper. In the case of the exam option, you would explain your interest in the topic, identify the most important works on your reading list, and summarize your answer to the exam question(s). Audience members would be invited to ask questions for about 15-30 minutes. In each case, the public audience would then be asked to leave; members of

the examining committee would then ask you additional questions related to the paper or to the topic of the paper (in the case of Plan B) and to the reading list and the exam answer (in the case of the exam option). When members of the committee have completed this questioning, you will be asked to leave the room; the committee discusses your performance and invites you back to tell you its decision.

Registration

Master's students who have completed all course requirements and are working as a graduate assistant, may qualify for Rhet 8333 Master Advanced Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form.

Students who are not working as a graduate assistant but want to maintain "active status" in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School's registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Graduation

If you have not completed the "Application for Graduation" do so now and pay the fee. To attend commencement, submit a "Commencement Approval Form."

Ph.D. Overview

The primary purpose of the Ph.D. Program in Rhetoric and Scientific and Technical Communication is to prepare you to do research in areas related to the communication of scientific and technical information and to publish the results of that research. Preparing you to teach scientific and technical communication and other courses is also an important part of the program because the expectation is that graduates will teach at the college level. While most of our graduates have entered college teaching, some have preferred to work in industry in scientific and technical communication.

Writing a dissertation is the goal and culmination of the degree. Think of a dissertation as a book-length answer to a question that can be answered through research and original analysis. The courses you take, the faculty you decide to work most closely with, and the advisor you ultimately select should be chosen with the dissertation in mind.

Generally dissertations make a contribution to the research methods used in analyzing discourse, as well as contributing to our understanding of a specific problem, medium, or theorist. Some of the theoretical approaches and methods used by faculty and students in Rhetoric are rhetorical theory and criticism, technical communication theory and research, ethnography, human factors, information design and display, literary theory, philosophy, and feminism. These methods or perspectives make it possible for us to better understand the way technical knowledge is made, debated, and communicated. Because a dissertation makes a contribution to scholars' understanding of scholarly methods, the RSTC curriculum emphasizes methods so that you will be prepared to deal with both the substantive and methodological demands of a dissertation.

There are four stages to the program: a course work stage, an examination stage, the dissertation stage, and graduation. Each stage is discussed in detail below but for convenience and to provide an overview, we present in summary form the steps in the process along with the requirements that accompany each step here.

For an excellent overview of the process, see http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html.

Four Stages and Twenty-Six Steps to a Ph.D.

Course Work Stage

1. Plan your program with your advisor. If you have a Masters in technical communication or rhetoric from another university, decide what courses you wish to transfer toward the RSTC. You may transfer up to 18 credits. Fill out the Graduate School's "Petition Form" (Appendix A, F-14). You should submit this form to the Graduate School when you file your Degree Program Form.
2. At the end of your first year (and each subsequent year), complete the "Graduate Student Progress Report" to the DGS. See Appendix A, F-1.
3. Meet the foreign language requirement by applying courses taken as an undergraduate, taking courses now, or passing a reading proficiency exam, as explained below. Complete the "Foreign Language Certification Form." See Appendix A, F-4b or 4c.
4. Complete the "Departmental Program Form" (See Appendix A, F-2b) and the Graduate School's "Degree Program Form" (See Appendix A, F-3.)

Examination Stage

5. Meet with your advisor or the DGS to create an examination committee. If you have not done so, submit the Graduate School's "Degree Program Form," with the "Transmittal Form" listing your examining committee, to the Graduate School. This must be done at least one semester before you take the Preliminary Exams.
6. Meet with each member of your committee to agree on (1) reading lists for each area (two core areas and the specialty area); (2) the format of the exam; (3) the date of the exam.
7. Tell the Programs Coordinator of the date of the exam; she will arrange for an appropriate room.
8. Assuming you pass your written preliminary exam, file the "Preliminary Written Examination Report" (See Appendix A, F-5). This form must be on file in the Graduate School at least one week before your preliminary oral exam.
9. Meet with each member of your committee to arrange a time for the preliminary oral exam and to see if there are sections of your written exam that will receive special attention on the oral exam. Inform the Programs Coordinator of the date and time of the oral prelim.
10. No later than one week before the preliminary oral exam, file the "Preliminary Oral Examination Schedule Form" with the Graduate School (See Appendix A, F-6).
11. Assuming you pass the preliminary oral exam, file the Preliminary Oral Examination Report, which your advisor will bring to the exam.

Dissertation Stage

12. Meet with your advisor or the DGS to create a dissertation committee. This committee may or may not be different from your examining committee. Both the advisor and the chair must be Senior or Senior Affiliate Members of the Graduate Faculty in Rhetoric. See Appendix F.
13. Schedule your dissertation prospectus exam with your committee.
14. At least two weeks before the dissertation prospectus exam, give each member of your committee a copy of your dissertation prospectus.
15. Present your prospectus to your committee.

16. Register your dissertation by title with the Graduate School by completing and submitting the "Thesis Title" and "Proposal" forms (see Appendix A, F-8).
17. Pick up the thesis formatting instructions that the Graduate School provides (see Appendix G).
18. Pick up the "Graduation Packet" from the Graduate School. The Packet should include the following: "Thesis Reviewers' Report," "Graduation Instructions," "Application for Degree," "Commencement Attendance Approval," "Microfilm Agreement" and "Survey of Earned Doctorates." (Appendix A, F-15).
19. After your advisor approves your dissertation, give a copy to each member of your committee. Allow 2 or 3 weeks for reading.
20. Ask your committee members to sign the "Thesis Reviewers Report" (from the "Graduation Packet").
21. Agree on a date for the final defense and inform the Programs Coordinator.
22. At least one week before the final defense, submit the "Thesis Reviewers Report" to the Graduate School.
23. Assuming you pass the final defense, walk the "Final Exam Report Form" to the Graduate School within twenty-four hours after the exam.

Graduation Stage

24. Submit one unbound copy of your dissertation and one copy of your official abstract, both signed by your advisor, plus the "Microfilm Agreement" and the "Survey of Earned Doctorates," on or before the last working day of the month in which you intend to graduate.
25. Complete the "Application for Graduation" and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.
26. To attend commencement, submit a "Commencement Approval Form" on or before the deadline published in the *Class Schedule* for Fall and Spring commencements.

Course Work Stage

As a Ph.D. student in rhetoric and scientific and technical communication, you are required to earn a minimum of 42 credits in course work, 21 of which must be taken in Rhetoric classes and seminars. In addition, you must take 24 dissertation credits for a total of 66 credits. Students with a Masters degree in a field related to rhetoric and scientific and technical communication can transfer up to 18 credits toward these requirements. The number of credits and the requirements they might fulfill are determined by your advisor and the DGS in consultation with you. If you are transferring credits from another university, you should complete the Graduate School's standard petition form (Appendix A, F-14). Attach this form to the "Degree Program Form" and submit both to Graduate School.

As you can see in the table below, two core areas—rhetorical theory and technical communication research and theory—and a specialty area constitute the heart of the program:

Credits	Courses
6	Two courses in rhetorical theory and criticism (Rhet 5775 is required if not taken in the master's program.) (These must be Rhet courses unless advisor approves otherwise.) 5775 Major Figures in the Rhetorical Tradition: Classical Era 5776 Major Figures in the Rhetorical Tradition: Modern Era
6	Two courses in technical communication research and theory (required Rhet 8011 and 8012) 8012 can be a course in rhetorical criticism
6-12	Two or more courses in a specialty area, for example: Computer-mediated communication (internet studies) Environmental rhetoric Feminist studies International/intercultural communication Scientific and technical communication pedagogy* Rhetoric and science Rhetoric and technology Science and technology studies
0-6	Research methods courses*
12	Minor or supporting program**
6	Electives to fulfill the minimum credit requirement Pedagogy Courses***
24	Dissertation credits: Rhet 8888

Annotations

- * Methods. This requirement may be thought of as contributing to your preparation for your dissertation, which generally involves using a particular method or perspective, or as a way to acquaint yourself with a number of different methods in preparation for a long career of teaching and research. In general, methods might be grouped as follows:
- Quantitative Methods: includes experimental design and statistics
 - Qualitative Methods: includes ethnography, human factors analysis, content analysis, interviewing.
 - Critical/Historical Methods: includes rhetorical criticism, linguistics, and historiography.
- **Minors and Supporting Programs. Departments have specific requirements that must be met to gain a formal minor. Typically these requirements include 12 credits in the department offering the minor; often, specific courses are designated. Minors popular with students in Rhetoric include Women Studies; Literacy and Rhetorical Studies (in English); Human Factors; the History of Science; Communication Studies; English as a Second Language; and Comparative Studies in Discourse and Society. Unlike minors, a supporting program does not have to meet the formal requirements of another department. A set of complementary courses from one or more departments—but not Rhetoric Department courses—and approved by your advisor constitutes a supporting program.
- ***Pedagogy. Students who have no college teaching experience prior to entering the RSTC program must successfully complete Rhet 5531 to teach in Rhetoric. Other pedagogy courses are recommended, especially those on the use of technology in teaching.

Satisfactory Progress and Progress Report Form

Each year, you must also file a progress report with the DGS. [See Appendix A, F-1.] In addition, Rhetoric has a specific standard that defines “satisfactory progress” that you must meet or risk being dropped from the program. These standards include taking at least 2 courses a year, and taking your preliminary exam before the end of your fourth year. See Appendix B: Satisfactory progress.

Registration

In the course work stage, you should register for at least 6 credits a semester (12 credits if registering for thesis credits). If you are employed at a Graduate Assistant, you must register for at least 6 but no more than 14 credits per semester.

If you have finished your course work but have not passed your preliminary exams you should register for Rhet 8666 Doctoral Pre-Thesis Credits. Once you have passed your preliminary written and oral exams, you should register for Rhet 8888 Thesis Credit: Doctoral.

Doctoral students who have completed all course requirements, 24 semester thesis credits and working as a graduate assistant, may qualify for Rhet 8444 Advanced Doctoral

Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form. **It is important that you use this one-credit registration option as soon as you are eligible.**

Students who are not working as a graduate assistant but want to maintain “active status” in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School’s registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Foreign Language Requirement

Ph.D. students in the RSTC program must also demonstrate reading proficiency in a foreign language. The Graduate School must be notified of your having met this requirement at least one month before you take your oral preliminary exam.

You can fulfill this requirement in one of four ways:

- By taking (or having taken previously) one 3-credit college-level foreign language course.
- By successfully completing "German 222: Reading German" or "French 1: Reading in the Arts and Sciences," both non-credit courses generally offered in the Summer Session
- By arranging to take and passing a test offered by one of the University's foreign language departments
- By satisfying your advisor and the DGS that you have reading knowledge of a language.

After you have passed this requirement, you must file the Graduate School's "Language Certification Form." Note that a different form is required depending on which department (a foreign language department or Rhetoric) certifies that you have reading proficiency. See Appendix A, F-4b and 4c.

Filing Course Work and Degree Program Forms. These two forms present the same information in a different format. The "Departmental Program Form" lists your courses according to our requirements; its final destination is to the DGS. The Graduate School's "Degree Program Form" lists courses chronologically and is filed with the Graduate School, after approval by your advisor and the DGS. The "Degree Program Form" MUST BE FILED AT LEAST TWO TERMS BEFORE YOU TAKE YOUR PRELIMINARY ORAL EXAM.

Examination Stage

You must take and pass two exams: a written preliminary exam and an oral preliminary exam. The oral exam is based on your answers to the written exam. **The Graduate School requires that the “Degree Program Form” (Appendix A, F-3] be filed at least two terms before you take the oral exam.**

Preliminary Written Exam

Students in the Ph.D. in RSTC are required to take the preliminary written examination no later than the fourth year after beginning the program. The exam will include questions on the two core areas in the program—rhetorical theory and technical communication research and theory—and on your selected specialty area.

The preliminary examining committee is appointed by the DGS in consultation with your advisor. But you can influence that process by meeting with your advisor to create a committee to be proposed to the DGS.

Registration During the Examination Stage. Students often schedule their written and oral preliminary exams during the Fall semester after studying during the summer. As a condition of their employment, graduate students must be registered. Students who have scheduled their preliminary exam may register for Rhet 8666, Doctoral Pre-thesis Credits during the semester in which they take the preliminary written and oral exam. Students in the RSTC program must receive their advisor's permission to register for Rhet 8666 more than one semester. After passing preliminary exams, students can register for thesis credits (Rhet 8888).

Creating an Exam Committee. Thus the first step in the process of preparing to take the exams is to meet with your advisor to discuss the preliminary exam committee. Four members are required. Three must come from the Graduate Faculty in the RSTC program. Note that this faculty includes members from outside the Rhetoric Department. For example, Professors Schiappa and Campbell are members of Rhetoric’s Graduate Faculty, though they are in the Communication Studies. (For a list of members of the RSTC faculty, see Appendix F.) One member of your committee must come from outside the Rhetoric Department. Possibilities include those non-Rhetoric faculty members from the RSTC graduate faculty, such as Professors Schiappa and Campbell, or non-Rhetoric faculty members who are not a part of the graduate faculty in the RSTC, such as Professor Konstan from Computer Science.

Your committee for your preliminary written and oral exams is then comprised of the following:

1. Your advisor
2. Two additional RSTC faculty
3. One non-Rhetoric department member

These faculty create questions in the three areas of the exam: rhetorical theory, scientific and technical communication research and theory, and your specialty area. The outside member can participate in writing questions in one of the three areas of the exam or test

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you on the area of your minor or supporting field. The choice is up to you, your advisor, and the outside member.

You should choose committee members who teach and publish in the area of the exam for which they will write questions. Also, ideally, you should have some relationship with a faculty member whom you wish to have on your committee; typically, students ask faculty with whom they have had at least one course. Committees must be approved by the DGS and the Graduate School.

Creating a Prelims Reading List. The questions for each written exam are based on reading lists comprised of books and articles regarded by the graduate faculty as essential to the discipline. Examples of books and articles that the faculty regards as essential for the two required areas of the exam can be found in Appendix D. Since examinations are intended to reflect both material essential to the discipline and your particular interests and course work, you need to negotiate a reading list for each exam.

Preparing for, and Scheduling the Exam. Although each of your three (or possibly four if you have a minor) exams may differ in format, a typical format for the written prelim is as follows:

1. A 2-hour in-house exam. This exam is to be written at a scheduled time in the Rhetoric Department office. You may not consult books or notes while writing this exam.
2. A 24-hour take-home exam. After you pick up the exam question from the Graduate Programs Coordinator, you have 24 hours to write your essay. You may consult books or notes for this part of the exam.

The 2-hour in-house and a 24-hour take-home is not the only possible format for the preliminary written exam. Some committee members may want only an in-house exam, only a take-home, for example. It is essential therefore that you discuss the exam with each of your committee members. Sample questions from previous exams are available from the Programs Administrator. Faculty will often agree to administer a practice question for each test to help you prepare.

Generally, students take the written preliminary exam over a ten-day or two-week period. You must arrange with your committee members for the time of each exam and inform the Programs Administrator. The Programs Administrator administers the exam.

Exam Outcomes. After you complete your written exam, your answers are read by the examining committee. The committee generally takes at least one week from the end of the last exam to read and evaluate your exams. Your advisor will notify you of the result. Two grades are possible on the preliminary written examination: pass or fail. If you fail three areas, you must withdraw from the program. If you fail the exam in one or two areas, you must try again to pass the exam in the area(s) you failed. If you fail one or more of the areas on the second try, you must withdraw from the program.

Preliminary Examination Form. If you pass the Preliminary Written exam, you must file the Written Examination Report with the Graduate School. See Appendix A: F-5. All reservations on the written exam must be cleared up before the Written Examination

Report form can be filed. Only after this report has been signed and filed can you schedule the oral examination with the Graduate School.

Preliminary Oral Exam

The preliminary oral exam is based on the written exam. The committee for the oral exam is usually the same as the committee for the written exam. If there are changes, your advisor must notify the Graduate School. The oral preliminary exam lasts two hours. Faculty are generally willing to discuss the results of your written exam with you; talking with them is a good way to prepare for the oral exam.

Scheduling the Oral Prelim. The Preliminary Oral Exam is a crucial step in the process toward a doctorate. A number of forms need to be filed before you can take the Oral Prelim. You must have already filed your Degree Program Form (Appendix A, F-3); this form must be filed two terms before you take your oral prelim. The Graduate School requires at least one week to process the Preliminary Written Examination Report (Appendix A, F-5). It also requires that you file the Doctoral Preliminary Oral Examination Scheduling form. [See Appendix A, F-6]. This form must be filed at least one week prior to the date of the exam. The faculty needs at least ten days from the date of your last exam to evaluate your written prelims and the Graduate School will not schedule an oral exam sooner than one week following the submission of the form stating that you have passed your writtens. This means that the oral preliminary exam should be scheduled no sooner than three weeks after the completion of your last written prelim. Oral preliminary exams are not normally scheduled after 22 May or before 22 August.

Outcomes of the Oral Prelim: Three grades are possible on the preliminary oral exam: pass, pass with reservation, or no-pass. You must receive on your first try a pass or pass with reservation to continue in the program. If you pass with reservation, you will be told so immediately after the exam and later notified in writing of what steps you must take to achieve a pass without reservation.

Assuming you pass your Oral Prelim, you should file the Oral Preliminary Examination Report (which will be given to you at the exam) with the Graduate School.

Dissertation Stage

As described by the Graduate School, a doctoral dissertation is based on original research that makes a significant contribution to knowledge. A dissertation in our RSTC program needs to be on a topic significant enough to justify a book-length study but defined narrowly enough to allow for command of the relevant literature and for an original contribution. Dissertations are usually about 150-200 pages in length, though good dissertations have been written by students in the RSTC program that are shorter and longer than these suggested limits. For a list of titles of dissertations written by students in the RSTC program, see Appendix E.

Registration in the Dissertation Stage. The goal here is to register in a way that is least expensive for you and for the Department. All students must register for at least 24 thesis credits. Most students register for 12 credits each semester in order to assure that they do not have more credits to take after their five years of support from the Department has expired. After completing the 24 thesis credits, students register for

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Rhet 8444. This is a one credit registration but is considered full time for students who are working on dissertations and employed as instructors or assistants; the Department covers the one-credit cost if you are employed with us. Registration for Rhet 8444 saves the Department tuition reimbursement money. Unless you receive permission from the DGS to use a different registration, you should register for Rhet 8444.

To register for Rhet 8444, you must fill out the Graduate School Form "Application for Full-time Status with One-Credit Registration." A PDF version of the form can be accessed at: http://www.grad.umn.edu/current_students/forms/doctoral.html or by link from Appendix A, F-17 of the on-line version of this handbook. This form should signed by your advisor and placed in the mailbox of the DGS.

If you are not working for the University while working on your dissertation, you may register for Grad 0999. This is a free, zero credit registration that satisfies the Graduate School's requirement for "active status." It does not satisfy the registration requirement for purposes of holding a graduate assistantship or instructorship, however.

Forming a Thesis Committee. Your dissertation is written with the help and guidance of your advisor. Often the faculty member who advised you through the examination stage of the program serves as the dissertation advisor. But this is not necessarily the case. Only senior members of the Graduate Faculty in the RSTC program can direct a dissertation. To find out which faculty in the Department are senior members, see Appendix F. The DGS can help you select an advisor.

After you have decided on an advisor, the next step in the dissertation stage involves selecting the other three members of your dissertation committee. Your advisor and two other members of the four-person committee must be from the RSTC program faculty; the fourth member must be from outside the Rhetoric Department, though she or he may be on the RSTC faculty. In consultation with your advisor, you should create a committee. Please note that your dissertation advisor cannot serve as the chair of your dissertation committee. The chair must be another senior member of the RSTC faculty. This means that at least two of the members of your committee must be senior members of the RSTC graduate faculty.

Dissertation Prospectus and Examination. The RSTC program requires that you write a formal prospectus outlining your plans for your dissertation. This is a most important step in the dissertation process because it forces you to think through your whole project, offers you the opportunity to receive suggestions and help from your committee, and assures that everyone agrees on the scope of the project and the method you will use. The prospectus should state the problem or exigency your dissertation will address or fill, a research question, chapter outlines, a review of the literature, and a bibliography. These general guidelines may be supplemented by advice from your advisor, who may be able to provide you with an example of a successful dissertation prospectus.

Your dissertation prospectus should be presented to your committee in a formal examination within a year after you have passed your preliminary oral exam. You must schedule the exam with your committee members and inform the Programs Administrator and the DGS of the date and time. No less than two weeks before the presentation, you

must give you advisor and other committee members a copy of your prospectus. The examination lasts about 2 hours.

As soon as you pass the dissertation prospectus exam, you should file the "Thesis Transmittal" and "Thesis Title" forms (Appendix A, F-8). The Graduate School both files your dissertation title and formally approves (or not) your committee at this point.

Format of the Dissertation. The Graduate School will accept only dissertations that are formatted according to its specifications. These can be found in Appendix G. The Graduate School's guidelines are general. Check with your advisor for referencing style and editing conventions. Generally, APA, or MLA are acceptable.

Setting up the Dissertation Defense. After your advisor has approved your dissertation as ready for defense, you should provide a copy to each of your committee members. Committee members must be given at least 2 weeks to read your dissertation; three weeks is a courtesy that will be appreciated. At this time, it is wise to set a tentative date for the defense, probably about a month from the time that committee members receive the thesis, and inform the Programs Administrator. Committee members must sign the "Thesis Reviewers Report," which certifies that they agree that the dissertation is ready for defense before a defense can be held, however, and a committee member may want you to make additions, revisions, or corrections before signing the form. After you have made any required revisions and all your committee members are satisfied that your dissertation is ready for defense and have signed the Thesis Reviewers Report, finalize the date for the defense, inform the Programs Coordinator, and bring the form to the Graduate School. **The Thesis Reviewers Report must be turned in to the Graduate School at least one week before the defense.**

Dissertation Defense. In the dissertation defense you will be expected to defend your dissertation. Since the defense is public, your committee may be joined by other members of the department and other interested parties. For this reason, your advisor may ask you to prepare a formal presentation (lasting about 30 minutes) that summarizes your dissertation. After the presentation, the committee will ask you questions about your dissertation. After the questioning you will be asked to leave the room. The chair of the committee will conduct a vote of the members, who will then sign an "Exam Report" that you should bring to the Graduate School within 24 hours of the exam.

Graduation Stage

To graduate, you must do the following:

- Fill out the application for graduation and submit the form with a graduation fee to 150 Williamson on or before the first day of the month you wish to graduate in.
- Turn in one unbound copy of your dissertation and your official dissertation abstract, both signed by your advisor, by the last working day of the month you wish to graduate in.
- To attend commencement ceremony in December or May, you must submit a Commencement Approval Form, signed by your advisor, to the Graduate School by the date published in the Class Schedule.

Financial Support

Graduate Instructorships (GIs), research assistantships (RAs), fellowships, and loans provide the most common form of support for graduate students.

Graduate Instructors (GIs)

Graduate Instructors teach sections of the Department of Rhetoric's undergraduate courses; typically, graduate students teach Rhetoric's required courses in writing and speech, though other teaching opportunities are also available. If you do not have relevant, prior college-level teaching experience, you must take Rhetoric's Teacher Training Program, which includes taking Rhet 5531 to be eligible to teach Rhetoric courses. In addition, you must meet all of the Graduate School requirements for teaching assistants, including being registered for each semester of your appointment.

If you wish to be considered for a teaching assistantship, inform the DGS and the Assistant to the Department Head. Appointments for Fall Semester are made in the previous spring. To apply for a position, you may need to submit an application form, a resume, and letters of recommendation. Normally, Master's students may serve as teaching assistants for one to or two years and Ph.D. students for four to five years, for a maximum total of six years of support.

Rhetoric also hires graduate student to work in its Online Writing Center (OWC). If you are interested in working as a tutor, see contact the OWC Director.

Research Assistantships (RAs)

Rhetoric has a limited number of research assistantships. Often RAs are funded through grants that faculty secure. In this case, the individual faculty member hires the RA. These positions are usually circulated through the Rhetoric email list.

Rhetoric students also work as RAs in other departments. Positions are posted on the Graduate Assistant Job Postings site: <http://www1.umn.edu/ohr/gao/employment.htm>.

Administrative Fellowships (AF)

Rhetoric offers fellowships on a competitive basis. Three fellowships are offered annually through the Industrial Affiliates Program. The Industrial Affiliates Program is supported by companies that partner with the Rhetoric Department on a number of initiatives. The fellowships support research on site at the affiliates' workplace.

Rhetoric also regularly nominates students for all-university graduate fellowships. These fellowships provide support for students during the year they are working on their dissertation. If you would like to be considered for one of these fellowships, check them out at <http://www.grad.umn.edu/fellowships/>. Then, tell the DGS of your desire to be considered as a Department nominee for a particular fellowship.

Forms

The following forms are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>

- Graduate Student Progress Report (F-1)
- Rhetoric Department's M.A. and M.S. Program Form (F-2a)
- Rhetoric Department's Ph.D. Program Form (F-2b)
- Graduate School's Degree Program Form (F-3)
- Foreign Language Certification Form - By Language Department (F-4b)
- Foreign Language Certification Form - By Graduate Department (F-4c)
- Preliminary Written Examination Report (F-5)
- Preliminary Oral Exam Schedule Form (F-6)
- Thesis Title & Proposal Forms (F-8)
- Petition Form (F-14)
- Graduation Packet (F-15)
- Request for Advisor (F-16)
- Rhet 8444 Advance Study Registration (F-17)
- Grad Application (F-18)

Satisfactory Progress: M.A. and Ph.D.

Graduate students in Rhetoric should meet at least once a term with their advisor in order to monitor progress and assure timely degree completion. Graduate students need to make satisfactory progress by meeting grade, progress, and research standards. For standards 2 and 3, in extreme circumstances, the student may write a letter to the DGS Advisory Committee explaining the need for an exception. The committee will then determine if an exception will be granted.

The following standards of performance are required to continue in graduate programs:

Standards of Performance:

Progress Required to Continue in the Program:

Progress Toward the Degree

- ✗ The student must take a minimum of two courses in an academic year (may include summer session).
- ✗ Ph.D. students are required to take the preliminary written exam within one year after completing course work, and no later than the fourth year after entering the Ph.D. program.
- ✗ Ph.D. students must file the "Degree Program Form" no later than two years after entering the program and at least two terms before taking the Preliminary Oral exam.
- ✗ M.A. students must file the "Degree Program Form" one year after beginning the program.

Grades in Courses

- ✗ The student must receive grades of B or higher.
- ✗ If a student receives a grade of C in any graduate-level course in his or her degree program at the University of Minnesota, the student will receive a letter stating that he or she is failing to make satisfactory progress towards his or her degree.
- ✗ If a student receives a second C, the student will no longer be enrolled in the program.

Research Potential

- ✗ Within one year of passing the preliminary oral exam, Ph.D. students must present a dissertation prospectus to the dissertation committee.
- ✗ If the committee does not approve the prospectus, the student has one year to revise the prospectus and present the revised version to the committee. If the student's revised prospectus is not approved, the student is no longer enrolled in the program. Upon approval of the prospectus, the advisor and student develop a contract on rate of progress. The minimum rate of progress is one acceptable dissertation chapter per year.
- ✗ M.A. students should complete a thesis or a project within two years of entering the program.

Satisfactory Progress Towards Degree: M.S. in S&TC

The M.S. in S & TC student should meet once a term with his or her advisor in order to monitor progress and assure timely degree completion. The M.S. in S & TC student needs to make satisfactory progress by meeting grade and progress standards. For standard 2, in extreme circumstances, the student may write a letter to the DGS Advisory Committee explaining the need for an exception. The committee will then determine if an exception will be granted.

Standards of Performance:

Grades in Courses

Progress Required to Continue in the Program:

- ✗ The student must receive grades of B or higher.
- ✗ If a student receives a grade of C in any graduate-level course in his or her degree program at the University of Minnesota, the student will receive a letter stating that he or she is failing to make satisfactory progress towards his or her degree.
- ✗ If a student receives a second C, the student will no longer be enrolled in the program.

Progress Toward the Degree

- ✗ The student must take a minimum of two courses in an academic year (may include summer session).
- ✗ Upon completion of coursework, the advisor and student will develop a contract on the rate of progress. The minimum rate of progress is two accepted thesis or project chapters per year.
- ✗ The student is required to take his or her final oral exam within one year after completing coursework.

Ph.D. in RSTC Sample Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed, and in some cases, samples reflect more course work than determined by minimum requirements.

Additional sample programs are available to download in pdf format at

<http://www.rhetoric.umn.edu/gradhandbook.html>.

Case #1: *University Teaching—Emphasis on Rhetorical Theory*

Goals: to receive a Ph.D. degree in RSTC
to teach rhetoric and technical communication at a university

Dissertation: "Breastfeeding Education and Promotion, 1978-99: A Feminist Rhetorical Analysis"

Courses	Credits
Rhetorical Theory and Criticism Core Area	
Rhet 5775 Major Figures in the Rhetorical Tradition: Classical Period	3
Rhet 8510 Topics in Rhetorical Theory, History and Criticism	3
Technical Communication Research and Theory Core Area	
Rhet 8011 Research Methods in Rhetoric and Scientific and Technical Communication	3
Rhet 8012 Applied Research Methods in Rhetoric and Scientific and Technical Communication	3
Feminist Studies in Scientific and Technical Communication	
Rhet 8530: Topics in Feminist Theory in Science, Tech. & Comm.	3
WoSt 8201: Feminist Theory and Methods in the Social Sciences	3
Related Field	
Engl 8600 Seminar in Rhetoric, Composition, and Literacy Studies	3
Engl 8621 Seminar in Language and Discourse Studies	3
Spch 5611 Survey of Rhetorical Theory	3
Rhet 8510 Topics in Rhetorical Theory, History, and Criticism: Perspectives on Knowledge, Power and Rhetoric in the 18th Century	3
Rhet 8510 Topics in Rhetorical Theory, History, and Criticism: Speech Act Theory and Its Deconstruction	3
Methodology Requirement	
Rhet 8510 Critical Ethnography	3
Rhet 8510 Textual Analysis: Genre Theory	3
Pedagogy	
Rhet 5531: Scientific and Technical Communication Course Development and Pedagogy	3
Dissertation Credits	
Rhet 8888 Thesis Credits: Doctoral	24

Sample M.A. Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed, and in some cases, samples reflect more course work than determined by minimum requirements.

Additional sample programs are available to download in pdf format at

<http://www.rhetoric.umn.edu/gradhandbook.html>. This sample reflects the Fall 2006 Plan B Paper Option.

Case #1: *Doctoral Study Focus-Plan B*

Goals: to receive an M.A. in RSTC
to continue to study for a Ph.D. in RSTC

Thesis: "Structure Mapping Analogies in Science: A Case Study of Hantaro Nagaoka's Saturnian Theory of Atomic Structure"

Courses	Credits
Rhetorical Theory and Criticism Core Area (3 cr required)	
Rhet 5775 Major Figures in the Rhetorical Tradition: Classical Period	3
Technical Communication Research and Theory (3 cr required)	
Rhet 8011 Research Methods in Rhetoric and Scientific and Technical Communication	3
Rhet 8012 Applied Research Methods in Scientific & Tech. Comm.	3
Science and Rhetoric Specialty Area (6 cr required)	
Rhet 8520 Topics in Science and Rhetoric	3
HSci 8125 Foundations for Research in the Scientific Revolution	3
Minor or Supporting Program (6 cr required)	
HSci 8910 History of Modern Physical Sciences	3
HSci 8111 Historiography of Science and Technology	3
HSci 5332 Science and American Culture	3
Electives to fulfill the minimum 33 credit course requirements	
Rhet 5531 Scientific and Technical Communication Course Development and Pedagogy I*	3
Rhet 5776 Major Figures in the Rhetorical Tradition: Modern Era	3
Final Paper or Exam (3 cr required)	
Rhet 8894 Directed Research	3

*Students interested in teaching and with no prior experience are required to take Rhet 5531.

M.S. in S&TC Sample Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed and, in some cases, samples reflect more coursework than determined by minimum requirements. Additional sample programs are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>. This sample reflects the Fall 2006 requirements.

Case #1: Public Health Communications

Goals: to receive an M.S. degree in STC
to work in a communication department of a hospital or government facility that deals with public health issues

Thesis: "Aids Prevention Brochures—Design and Analysis"

Courses	Credits
Core Course Area	
Rhet 5001 Introduction to Graduate Studies in Scientific & Technical Communication	3
Rhet 4501 Usability and Human Factors in Technical Communication	3
Rhet 4561 Editing and Style for Technical Communicators	3
Rhet 5111 Information Design: Theory and Practice I	3
Rhet 5511 Research in Scientific and Technical Communication	3
Rhet 5671 Visual Rhetoric	3
Competency Area	
Pubh 6000 Topics: Community Health Education-HIV/AIDS Epidemiology & Public Health Interventions	2
PubH 6800 Topics: Health and Human Rights	2
PubH 6131 Working in Global Health	2
PubH 6281 Immigrant Health Issues	3
Jour 5541 Mass Communication and Public Health	3
Capstone	
Rhet 8505 Professional Practice	3

Reading Lists

(Ph.D. only)

The Ph.D. reading lists are available to download in pdf format at
<http://www.rhetoric.umn.edu/gradhandbook.html>

Examples:

Doctoral Dissertations (Ph.D.)

- "Culture, Conflict, and Cyberspace: A Case Study of EU-US Negotiations Over the EU Data Protection Directive and the US Safe Harbor Principles"
- "Changing (Inter) Faces: A Genre Analysis of Catalogues from Sears, Roebuck to Amazon.com"
- "U.S. Breastfeeding Education and Promotion, 1978-99: A Feminist Rhetorical Analysis"
- "The Strategic Technical Communicator: A Critical Action Inquiry of Information Architecture"
- "Communicative Rationality and the Future of Science"
- "Ellen Swallow Richards: Rhetorical Strategies of a Nineteenth-Century Technical Communicator"
- "Aristotle and Metaphor: His Theory and Its Practice"
- "The Debate Between Rene Descartes and Pierre de Fermat: A Pragma-Dialectical Analysis"

Master's Theses (M.A.)

- "New Tools, New Politics? A Rhetorical Analysis of the Minnesota Fourth Congressional District Campaign Web Sites"
- "Speech Act Theory, Hypertext Links, and Medical Web Site Credibility"
- "Preparing Technical Communication Ph.D. Students to Teach at a Distance: Guidelines and Principles"
- "Bulleted Points in Technical Communication: Effects on Recall"
- "The Problem of Epistemology in I.A. Richards"
- "A Rhetorical Model for Proposal Writing"
- "Structure Mapping Analogies in Science: A Case Study of Hantaro Nagaoka's Saturnian Theory of Atomic Structure"

Master's Theses (M.S.)

- "Bridging Theory and Practice: An Investigation of Recent Technical Communication Graduates in Business and Industry"
- "Elements of Visual Rhetoric in Matthew Paris's 13th Century *Chronica Majora*"
- "e-thos: Deciphering Character and Credibility on the Cypherpunks List"
- "Elements of Structures in World Wide Web Design"
- "Building a Consensus about the Appropriateness of Humor in Technical Instruction Manuals"
- "The Role of Usability in Web-Based Course Design"
- "Technical Communicators and Value Added: A Look at the 'Value Added' Perception in Technical Communication"
- "Feminist Rhetoric in Cyberspace: The Ethos of Feminist Usenet Newsgroups"

Master's Plan B Projects and Starred Papers

- "Is the Information Portal Easy to Use? A Usability Evaluation of the Information Portal"
- "Designers, Objectivity and User-Centered Design: Three Studies" (Starred Project)
- "Set the Stage or Change the Channel? Redesign Recommendations for the HealthCare Channel Web Site"
- "Improving User Experience With Public Access Web Sites: A Usability Study of the Economic Census Web Site"
- "Applied Visual Rhetoric and the Artifacts of Web Development"
- "Completing a Final Design Project Abroad: A Case Study of Working for a Healthcare Communications Company in London"
- "Usability Testing of Web Sites Using Qualitative and Quantitative Methods"
- "A Democratic Experiment in a Digital Age: A Case Study of an Online Grazing Workshop for the University of Minnesota's West Central Research and Outreach Center"

Graduate Faculty in RSTC / Role of the Degree Committee

The following table lists all Rhetoric faculty eligible to chair and serve on M.S., M.A., or Ph.D. degree committees.

RSTC Senior Members or Senior Affiliate Members may chair M.A. and Ph.D. degree committees.

RSTC Members and Affiliate Members may chair M.A. degree committees, co-advise dissertations, and serve on Ph.D. degree committees.

STC Members may chair and serve on M.S. degree committees.

RSTC Senior/Senior Affiliate	RSTC Members	STC Members
Carol Berkenkotter Lee-Ann Kastman Breuch Robin Brown Karlyn Campbell Ann Hill Duin Shirley Garner Alan Gross Laura Gurak Earl McDowell Vickie Mikelonis Dan Philippon Edward Schiappa Mary Lay Schuster Robert Scott Richard Swanson Elaine Tarone Billie Wahlstrom Art Walzer	Lisa Albrecht Terrence Collins Richard Graff Simon Hooper John Logie Bernadette Longo Donald Ross, Jr. Tom Scanlan.	Carol Berkenkotter Lee-Ann Kastman Breuch Ann Hill Duin Richard Graff Alan Gross Laura Gurak John Logie Bernadette Longo Earl McDowell Vickie Mikelonis Dan Philippon Tom Scanlan Mary Lay Schuster Billie Wahlstrom Art Walzer

Graduate School Dissertation Formatting Instructions

These instructions are available to download in pdf format at
<http://www.rhetoric.umn.edu/gradhandbook.html>

Graduate Rhetoric Course Descriptions

The most current course descriptions can be found at <http://onestop2.umn.edu/courses/tc/courses.jsp>. The Class Schedule (<http://onestop.umn.edu/> choose Class Schedule) reflects each semester's course offerings.

Note: 4000 level courses may not be used to complete a Ph.D.

Rhetoric Courses 4000, 5000, and 8000 Level

Most 4000 and 5000 level courses may be taken by graduate students as well as undergraduates at the Jr. or Sr. level. If in doubt, check with the instructor.

RHET 4165 - Managerial and Organizational Communication, Planning, and Change

(3.0 cr; Prereq-3266 or #; A-F or Aud, fall, spring, every year)

A study of organizational theory, communication processes, planning, and change with emphasis on action research in scientific and/or technical settings. Study of organization and management theory to develop organizational consultative skills.

RHET 4196 - Internship in Scientific and Technical Communication

(1.0 - 3.0 cr [max 3.0 cr]; Prereq-STC major, #; S-N or Aud, fall, spring, summer, every year)

Internships sites may include the University, industry, or government agencies. An internship proposal, progress report, internship journal (optional), and final report with a letter from the internship supervisor is required.

RHET 4258 - Information-Gathering Techniques in Scientific and Technical Communication

(3.0 cr; A-F or Aud, fall, spring, every year)

Informational, employment-cycle, and problem-solving interviews. Emphasizes guides, schedules, questioning techniques, and communication theories. Descriptive statistics used to analyze data for various projects.

RHET 4431 - Intersections of Scientific and Technical Communication and Law

(3.0 cr; Prereq-[3562W, [jr or sr or grad student]] or #; A-F only, spring, every year)

Areas of law relevant to work/interests of scientific/technical communicators. How emerging issues in science/technology are affecting 21st century practice of law. Ownership, access, ethics, information and technology used to frame major topics. Intellectual Property, privacy, health law, and research practice.

RHET 4501 - Usability and Human Factors in Technical Communication

(3.0 cr; Prereq-Sr or grad student or #; fall, spring, every year)

Principles/concepts of human factors/usability testing. Developing objectives, criteria, and measures. Conducting tests in lab, field, and virtual environments. Using software programs to analyze qualitative/quantitative data. Lab fee of \$36 required for use of the Usability Services Laboratory to conduct usability projects.

RHET 4561 - Editing and Style for Technical Communicators

(3.0 cr; Prereq-[3562, [STC major or grad student]] or #; fall, spring, summer, every year)

Editorial process, style, and ethics for technical subjects. Practice editing skills, cohesion, clarity, coherence, organization, and target audiences for print and online documents. Learn about the writer-editor relationship, mark-up language, electronic editing methods, techniques for editing illustrations and Web content, and copyright issues.

RHET 4562 - Theory and Practice in International Business Communication (IP)

(3.0 cr; Prereq-3562W or equiv; A-F or Aud, fall, every year)

Theories/practice in international/intercultural scientific, technical, and business communication. Cultural metaphors, research studies. Interviewing people from other cultures, including international business managers. Case studies.

RHET 4573W - Writing Proposals and Grant Management (WI)

(3.0 cr; Prereq-3562W; A-F or Aud, spring, summer, every year)

Research funding sources. Interpreting an RFP or program announcement. Letters of intent. Grant preparation following guidelines of an RFP or program announcement. Proposals for nonprofits or research/business proposals. Using Microsoft Project.

RHET 4662W - Emerging Technologies in Scientific and Technical Communication (WI)

(4.0 cr; Prereq-3562 or equiv; A-F or Aud, fall, spring, summer, every year)

Creating multimedia, hypertext, online help, and internet documents. Linear/nonlinear design, linking, reading/editing online. Principles of technical communication taught through projects: scripts, online support, mark-up language.

RHET 5001 - Introduction to Graduate Studies in Scientific and Technical Communication

(3.0 cr; Prereq-Jr or sr or grad student; A-F only, fall, every year)

History of technical communication. Different audiences, purposes, genres, and emerging trends. International/intercultural issues. Students participate within a community of technical communication professionals.

RHET 5111 - Information Design: Theory and Practice I

(3.0 cr; Prereq-Grad student or #; A-F or Aud, fall, spring, every year)

Audience analysis, media selection, message design through various theoretical perspectives, including cognitive/schema, social construction, feminist, intercultural theories. Usability testing, contextual inquiry as means to study effectiveness of messages.

RHET 5112 - Information Design: Theory and Practice II

(3.0 cr; Prereq-Grad student or #; A-F or Aud, spring)

Political, economic, social, and technical aspects of media selection and message design. Media analyses, scripts, budgets, treatments, project-design plans, interactive screens. Online design project.

RHET 5196 - Internship in Scientific and Technical Communication

(3.0 - 6.0 cr [max 6.0 cr]; Prereq-STC grad or #; S-N or Aud, fall, spring, summer, every year)

Internship sites may include the University, industry, or government agencies. An internship proposal, progress report, internship journal (optional), and final report with a letter from the internship supervisor are required.

RHET 5270 - Special Topics

(1.0 - 3.0 cr [max 3.0 cr]; Prereq-[[STC or RSTC] [major or grad student]], #; A-F or Aud, fall, spring, summer, every year)

Topics specified in Class Schedule.

RHET 5291 - Independent Study

(1.0 - 3.0 cr [max 3.0 cr]; Prereq-#, ?; fall, spring, summer, every year)

Supervised reading/research on advanced projects not covered in regularly scheduled offerings.

RHET 5511 - Research in Scientific and Technical Communication

(3.0 cr; A-F or Aud, spring, every year)

Experimental/survey research techniques for quantitative/qualitative methodologies in scientific/technical communication. Face-to-face, phone, focus group interviewing. Questionnaire development, contextual inquiry. Using rating, ranking, q-sort methods. Ethics, experimental bias, inferential statistical analysis.

RHET 5531 - Scientific and Technical Communication Course Development and Pedagogy I

(2.0 cr; Prereq-Grad; A-F or Aud, fall, every year)

Pedagogical philosophy/methodology in beginning writing, speaking, and technical communication class. Introduction to theories underlying teaching/tutoring with technology.

RHET 5532 - Scientific and Technical Communication Course Development and Pedagogy II

(1.0 cr; Prereq-5531 or #; A-F or Aud, spring, every year)

Mentor with faculty, usually concurrently with student's first teaching assignment. Student shares observations, solves teaching problems in seminar setting. Issues facing new teachers. Developing a philosophy of teaching. Focuses on evaluating work in classroom.

RHET 5534 - Designing Technical Training for Intercultural Audiences

(3.0 cr; A-F or Aud)

Select and research a training topic, write learning objectives and outcomes, set the conditions for learning, complete a comprehensive course outline, and one training module.

RHET 5664 - Science Writing for Popular Audiences

(3.0 cr; Prereq-Rhet 3562 or #; A-F or Aud, fall, every year)

How science is "translated" for popular audiences. Rhetorical theory used to critique popularized articles. Developing a heuristic for writing articles. Controversial issues surrounding movement from science as "science" to science as "popular."

RHET 5671 - Visual Rhetoric

(3.0 cr; Prereq-Jr or sr or grad student; A-F only, spring, every year)

Range/development of visuals, especially those in science/technology. Vocabulary for commenting on, criticizing, and creating visuals.

RHET 5775 - Major Figures in Rhetorical Tradition: Classical Period

(3.0 cr; A-F only, fall)

Classical theories of rhetoric. Epistemological status of rhetoric. Ethical implications of persuasion. Emphasizes "Aristotle's Rhetoric" as founding document. Other figures (e.g., Plato, Isocrates, Cicero, Quintilian).

RHET 5776 - Major Figures in Rhetorical Tradition: Modern Era

(3.0 cr; A-F or Aud, spring)

Aristotelian rhetoric in modern era. Francis Bacon, scientific revolution. George Campbell, rise of human sciences. Kenneth Burke, semiotics in twentieth century. Perelman/Olbrechts-Tyteca, reconciliation with philosophy.

RHET 5777 - Rhetoric of Science

(3.0 cr; A-F only, spring, odd years)

Relationship between rhetorical theory/science. Readings typically include works by rhetoricians, sociologists, historians, and philosophers on role that rhetoric/language play in establishing scientific claims.

Effective: Spring 2007

RHET 8011 - Research Methods in Rhetoric and Scientific and Technical Communication

(3.0 cr; Prereq-STC/RSTC grad or #; A-F or Aud, fall)

Quantitative/qualitative research methods. Theoretical perspectives that demonstrate/test analytical approaches to scientific/technological rhetoric.

RHET 8012 - Applied Research Methods in Scientific and Technical Communication

(3.0 cr [max 6.0 cr]; Prereq-[8011, grad student] or #; A-F or Aud, fall, spring, every year)

Introduction to one or two quantitative or qualitative research methods in scientific/technical communication or rhetoric (e.g., ethnography, case studies, discourse analysis).

RHET 8333 - FTE: Master's

(1.0 cr; Prereq-Master's student, adviser and DGS consent; No Grade, fall, spring, summer, every year)

(No description)

RHET 8444 - FTE: Doctoral

(1.0 cr; Prereq-Doctoral student, adviser and DGS consent; No Grade, fall, spring, summer, every year)

(No description)

RHET 8505 - Professional Practice

(3.0 cr; Prereq-STC/RSTC grad student, ?, #; A-F or Aud, fall, spring, summer, every year)

Extended problem-solving situation in business, government, or industry. Student acts as consultant to explore problem, identify possible solutions, introduce solution, apply it.

RHET 8510 - Topics in Rhetorical Theory, History, and Criticism

(3.0 cr [max 12.0 cr]; Prereq-5775 or equiv; A-F or Aud, fall, spring, every year)

Rhetorical theory in context of culture influenced by science/technology. Topics vary. See Class Schedule.

RHET 8520 - Topics in Science and Rhetoric

(3.0 cr [max 12.0 cr]; A-F or Aud, fall, spring)

Doctoral seminar concerning relationship between rhetoric and science. Topics vary. See Class Schedule.

RHET 8530 - Topics in Feminist Theory in Science, Technology, and Communication

(3.0 cr [max 12.0 cr]; A-F only, fall, spring, every year)

Doctoral seminar on interaction of gender with science/technology. Topics vary. See Class Schedule.

RHET 8540 - Topics in Scientific and Technical Communication Pedagogy

(3.0 cr [max 12.0 cr]; A-F or Aud, fall, spring)

Doctoral seminar on theories of pedagogy/research studies that inform technical/scientific classroom/workplace. Topics vary. See Class Schedule.

RHET 8550 - Topics in Technology and Culture

(3.0 cr [max 12.0 cr]; A-F or Aud, fall, spring, every year)

Doctoral seminar on computer-mediated communication, democracy/technology, controversies over digital communication, privacy/ethical issues. Topics vary. See Class Schedule.

RHET 8666 - Doctoral Pre-Thesis Credits

(1.0 - 18.0 cr [max 60.0 cr]; Prereq-Max 18 cr per semester or summer; doctoral student who has not passed prelim oral; No Grade, fall, spring, summer, every year)

(No description)

RHET 8775 - Classical Rhetorical Theory

(3.0 cr [max 12.0 cr]; A-F or Aud)

Aristotle's "Rhetoric" in context of its times and of Aristotle's other works, especially "The Ethics" and "The Politics."

RHET 8777 - Thesis Credits: Master's

(1.0 - 18.0 cr [max 50.0 cr]; Prereq-Max 18 cr per semester or summer; 10 cr total required [Plan A only]; No Grade, fall, spring, summer, every year)

(No description)

RHET 8792 - Directed Readings

(1.0 - 4.0 cr [max 12.0 cr]; Prereq-#; S-N only, fall, spring, summer, every year)

RHET 8794 - Directed Research

(1.0 - 4.0 cr [max 12.0 cr]; Prereq-#; S-N only, fall, spring, summer, every year)
Supervised research project.

RHET 8888 - Thesis Credit: Doctoral

(1.0 - 24.0 cr [max 100.0 cr]; Prereq-Max 18 cr per semester or summer; 24 cr required;
No Grade, fall, spring, summer, every year)
(No description)

RHET 8995 - Special Problems in Rhetoric and Scientific and Technical Communication

(1.0 - 3.0 cr [max 3.0 cr]; fall, spring, summer, every year)
Research and readings on special problems or projects.